

Ethics Review Process for Student/Course-Based Research at Centennial: Professor Checklist

The course professor takes responsibility for overseeing student course based research. This checklist was designed to support the CC policy/procedure documents related to student research.

Planning Stage:

1. Have you read the Centennial College Research Ethics Board policy and procedures document and the section in Procedures on supervising student course based research in particular?
2. Have you completed the Tricouncil Policy (<http://www.ethics.gc.ca/eng/education/tutorial-didacticiel/>) online tutorial on research ethics to qualify you to approve student research?
3. Considered the type of research projects students will engage in and received approval from the Department Chair/ School curriculum committee?
4. Clearly stated on the course outline of any course that requires course based research that data collection cannot begin until the project has received ethical approval?

In class:

1. Informed students that their study can pose no greater than minimal risk to participants , not involve any degree of deception and not include vulnerable participants such as the institutionalized elderly, children, or others who cannot give informed consent?
2. Given the students instruction and clear guidelines regarding conducting a research project, including the ethical conduct of research. This includes, ethical recruitment, minimizing or eliminating risk, protecting participants' right to privacy, anonymity, and confidentiality?
3. Received a research application from the students, outlining their project, and describing how ethics will be maintained? (See Student checklist)
4. Reviewed the application with your department Chair and assessed whether the study needs to come to the CC-REB or is eligible for course based ethics approval?
5. Reviewed the student research application, paying particular attention to any potential risks for participants and to data confidentiality and security?
6. Issued the student an ethics approval letter for the project?
7. Monitored the student research projects for their impact on human participants?
8. Reported any unexpected adverse effects on the participants immediately to the department Chair and the CC-REB Chair?

On study completion:

Have you kept a copy of the student research project documents for one year after the project has been completed? If you are sessional, transferred the documents to the Department Chair/Coordinator?

If you have an questions or concerns please contact the CC REB Chair

